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Bulletin Number	20012BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources Countywide Exams
Position Title	SENIOR DEPARTMENTAL PERSONNEL TECHNICIAN
Rebulletin Information	THIS ANNOUNCEMENT IS A REBULLETIN TO UPDATE THE SELECTION REQUIREMENTS AND THE SPECIAL REQUIREMENT INFORMATION. PERSONS WHO HAVE ALREADY APPLIED WITHIN THE LAST 12 MONTHS NEED NOT REAPPLY, BUT MAY SUBMIT ADDITIONAL INFORMATION BY THE LAST DAY OF FILING. THE INFORMATION MUST INCLUDE YOUR NAME, THE CORRECT EXAMINATION TITLE AND NUMBER.
Exam Number	R1849I
Filing Type	Open Continuous
Filing Start Date	05/28/2013
Salary Type	Monthly
Salary Minimum	4844.00
Salary Maximum	6353.18
Position/Program Information	<p>Performs the more difficult technical personnel work in a County department or supervises the day-to-day work of a small unit comprised of technical personnel and clerical staff of the personnel office of a medium-sized department. Positions allocable to this class typically report to a higher level departmental personnel supervisor or manager and are assigned either 1) to perform the more complex and non-routine assignments and to serve as a resource specialist in a technical personnel specialty area such as recruitment and selection, discipline, classification, workers' compensation, or benefits administration of 2) to provide first-level supervision to a small unit comprised of lower-level technical personnel and clerical staff in the personnel office of a medium-sized department. Incumbents must have a working knowledge of Civil Service Rules, salary and benefit provisions of the County Code, the Interpretive Manual for County Pay and Benefit Provisions, and the operations, policies, and procedures of their respective department to provide accurate information to departmental management, employees, lower-level personnel staff, and members of the public. Incumbents must also have good written and verbal communication skills to formulate and disseminate policies and procedures pertinent to their respective specialty area and to provide effective counsel as needed. For the supervisory assignment, incumbents must possess a working knowledge of supervisory principles to provide appropriate supervision to the unit.</p>
Essential Job Functions	<p>Counsels employees, employee groups, and management in matters involving procedure, regulations, problems, grievances, and discipline; prepares cases and represents the department in hearings.</p> <p>Analyzes and resolves problems concerning personnel needs when divisions are reorganized or established.</p> <p>Formulates various procedures as needed to assure the practical and efficient operation of the personnel office.</p> <p>Supervises and participates in the technical and clerical functions of the personnel office.</p> <p>Initiates and develops recruitment programs, including advertising, contact with public and private agencies and organizations, and liaison with other</p>

County departments.

Coordinates and reconciles the personnel policies and practices of the various divisions to achieve uniformity and efficiency.

Assists division heads in determining staff development and training needs.

Investigates cases of employee negligence or misconduct to assure that disciplinary measures contemplated are consistent with Civil Service Rules and effective management.

Supervises personnel technicians and personnel office clerical staff.

Requirements

SELECTION REQUIREMENTS:

OPTION I: A Bachelor's Degree* from an accredited** college or university and three years' of experience in a staff capacity*** analyzing and making recommendations for the solution of problems of organization, procedure, program, budget, or personnel.

OPTION II: One year of experience as a Departmental Personnel Technician, Management Analyst, Principal Departmental Personnel Assistant, Principal Personnel Assistant, Employment Services Assistant III, Sheriff, Administrative Assistant III, or Human Resources Analyst I performing technical personnel work**** in a central personnel office in the service of the County of Los Angeles.

To qualify under Option II, applicants must have County status in the class as evidenced by holding or have held such payroll titles.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special Requirement Information

*In order to receive credit for any degree, such as a Bachelor, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing or during the examination process.

***Staff capacity is defined as work performed to assist and support administration by conducting research and making recommendations to administration for the solution of problems such as organization, use of personnel, budget allocation and funds, workload and/or workload fluctuations, or programs and procedures for accomplishing work objectives.

****Technical personnel work includes experience in areas such as policy development and application, examination and recruitment, classification and salary administration, employee relations, staff development, performance management, discipline and advocacy, benefits and retirement, Workers' Compensation and Return-to-Work programs, personnel operations and personnel records.

VERIFICATION OF EXPERIENCE LETTERS (VOEL) WILL NOT BE ACCEPTED FOR THIS EXAMINATION. VOEL PREVIOUSLY SUBMITTED FOR OTHER EXAMINATIONS WILL ALSO NOT BE CONSIDERED. THE EDUCATION AND EXPERIENCE LISTED ON YOUR APPLICATION IS SUBJECT TO VERIFICATION AT ANY POINT DURING THE EXAMINATION AND HIRING PROCESS, INCLUDING AFTER AN APPOINTMENT HAS BEEN MADE. FALSIFICATION OF ANY INFORMATION MAY RESULT IN DISQUALIFICATION.

	<p><u>Withhold Information:</u> Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements at the time of filing.</p>
Accreditation Information	<p>**Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services</u> or the Association of International Credential Evaluators, Inc. (AICE).</p>
Examination Content	<p>This examination will consist of ONE (1) part:</p> <p>A written test weighted 100% that contains both computerized and paper-and-pencil components covering Technical Knowledge of Personnel Practices and Procedures, Reading Comprehension, Data Analysis and Decision Making/Mathematics, Deductive Reasoning, Management Potential, Thoroughness, Reliability, Achievement, Innovation, and Influence .</p> <p>NOTE: Applicants that have taken the identical written test(s) for other exams within the last (12) months will have their written test scores for the identical test part(s) automatically transferred to this examination.</p> <p>This examination contains test parts that may be used in the future for new examinations. You may be required to transfer your scores to the new examination and may not be allowed to re-take any identical test parts for at least a year.</p> <p>WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19. IN ADDITION, REQUESTS FOR HANDSCORING FOR THIS EXAMINATION WILL NOT BE GRANTED.</p> <p>Invitations to the written test may be sent via email to the email address provided in the application.</p> <p>Test result notices will be sent by US mail. Test scores cannot be given over the phone.</p> <p>Candidates must achieve a passing score of 70% or higher on the written test in order to be placed on the eligible register.</p>
Special Information	<p>TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR WRITTEN EMPLOYMENT TESTS:</p> <p>An interactive, Online Test Preparation System for taking practice tests and printable information may be accessed on the Department of Human Resources website at:</p> <p>http://hr.lacounty.gov</p> <p>Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."</p> <p>You can also access practice tests for the computerized version of the test by going to the following website:</p> <p>http://service.shl.com/shl-on-demand-candidates/index.php?action=showEntry&data=1444</p> <p>While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.</p>

Vacancy Information	The resulting eligible register will be used to fill vacancies throughout Los Angeles County. Departmental promotional lists may be established upon request by departments having this class.
Eligibility Information	<p>Applications will be processed on an as-received basis and promulgated to the eligible register accordingly.</p> <p>The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.</p> <p>No person may compete in this examination more than once every twelve (12) months.</p>
Job Opportunity Information	Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements.
Application and Filing Information	APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.

INSTRUCTIONS FOR FILING ONLINE:

Apply online by clicking the link that reads "Apply to Job". You can also track the status of your application using this system. Any required documents must be uploaded at the time of filing or during the examination process. We must receive your application by 5:00 pm, PST, on the last day of filing.

This examination will remain open until the needs of the service are met and is subject to closure without prior notice.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the selection requirements. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete it will be rejected.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

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Job Field	Human Resources
Job Type	Paraprofessional

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